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Cap. 2

WAR FOOD ADMINISTRATION
Office of Marketing Services
Washington 25, D. C.

January 1, 1945

FINANCE DIVISION MEMORANDUM NO. 1

To: Acting Regional Finance Officers and Acting Section Chiefs,
Finance Division, Office of Marketing Services

From: J. W. Harvey, Jr., Acting Assistant Chief Fiscal Officer,
Finance Division, Office of Marketing Services

Subject: Correspondence

Pursuant to a memorandum dated December 30, 1944, from Mr. F. A. March, Deputy Director, the agency name should be designated as the OFFICE OF MARKETING SERVICES in lieu of the heading OFFICE OF DISTRIBUTION, effective January 1, 1945.

The present supply of stationery and envelopes will be used by blocking out the name of the former OFFICE OF DISTRIBUTION and typing in the OFFICE OF MARKETING SERVICES. As soon as possible a limited supply of new letterheads will be made available. However, for inter-bureau correspondence the old letterheads and envelopes should be utilized until the supply is exhausted.

All communications concerning fiscal activities of the Office of Marketing Services should be directed to:

Mr. H. L. McLeod
Acting Chief Fiscal Officer
Office of Marketing Services, W.F.A.
South Agriculture Building, Room 6113
Washington 25, D. C.



